

# **COMPANY TRAINING MEETINGS**

**ANALYZE THE PROCEDURES FOR  
CONDUCTING A COMPANY TRAINING  
MEETING.**

# **TRAINING MANAGEMENT RESPONSIBILITIES**

- **BN CDR and staff.**
- **Commander.**
- **Executive officer.**
- **Platoon leaders.**
- **Platoon sergeants.**
- **First sergeant.**
- **Other leaders.**

# PLANNING

- **Long-range.**
- **Short-range.**
- **Near-term.**

# **TRAINING MEETING PROCESS**

## **PHASE I: Assessment.**

## **PHASE II: Coordinating.**

## **PHASE III: Future planning.**

# **TRAINING MEETING PLANNING PROCESS ATTENDEES**

- **Company Commander.**
- **Executive Officer.**
- **First Sergeant.**
- **Platoon Leaders.**
- **Platoon Sergeants.**
- **Slice leaders and attachments.**

# **TRAINING MEETING PLANNING PROCESS ATTENDEES (Cont)**

- **Master gunner/chief of firing battery/ shop supervisor.**
- **Maintenance team chief.**
- **Supply sergeant.**
- **NBC NCO.**
- **Food service sergeant.**
- **Others as designated by the CDR.**

# **PREPARATION FOR TRAINING MEETINGS**

- **Commander's assessment.**
- **Worksheets.**
- **Training aids.**
- **What to bring.**
- **Homework.**

# **COMPLETED TRAINING**

- **Platoon assessments.**
- **Training shortfalls.**
- **METL update.**



# **NEAR-TERM TRAINING**

- **Command guidance.**
- **Pre-execution check review.**

# **SHORT-RANGE TRAINING**

- **Calendar review.**
- **PLT Leader, PLT Sergeant input.**
- **Training schedule development.**
- **Rule # 1.**
- **Rule # 2.**